



Assistance to Firefighters Grant Program Fire Prevention and Safety (FP&S) Grants

**Guidance and Application Kit
Section I
Application and Review Information**

February 2012

Fiscal Year 2011



U.S. Department of Homeland Security

OVERVIEW

Title of Opportunity: Assistance to Firefighters Grant Program, Fire Prevention and Safety (FP&S) Grants

Funding Opportunity Number: DHS-2011-GPD-044-000-99

Federal Agency Name: U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)

Announcement Type: Annual

Dates: Applications will be accessible beginning **April 02, 2012 at 8:00 a.m. EDT**. Completed applications must be submitted **no later than 5:00 p.m. EDT, April 27, 2012**.

FIRE PREVENTION AND SAFETY GRANTS PROGRAM

What's New – Fact Sheet

AVAILABLE FUNDING

\$35 million

NEW TOOLS

- **Get Ready Guide** – A handy guide to give you a kick start in preparing your grant application and better prepare you to thoroughly answer the application questions is available at <http://www.fema.gov/firegrants>.
- **Quick Reference Guide** – A reference guide to assist you in answering application questions and funding priorities is available at <http://www.fema.gov/firegrants>.

Guidance and Application Kit Changes

1) Section I – Application and Review Information

- Part I. Funding Opportunity Description
- Part II. Award Information
- Part III. Eligibility Information
- Part IV. Application and Submission Information
- Part V. Application Review Information

2) Section II – Award Administration Information

- Part I. Award Administration Information
- Part II. FEMA Contacts
- Part III. Other Information

ADDITIONAL OVERVIEW INFORMATION – KEY CHANGES

- Stand-alone, light-emitting diodes (LED) signs are now eligible. Applicants should demonstrate in their narratives how these signs will be used primarily for fire prevention messaging.
- Fire extinguisher training may only be used for individuals 14 and older.
- Command center packages on fire safety trailers are not eligible. Further, applicants requesting trailers should include a plan to show how the trailers will be utilized in their communities.
- Under the Research and Development (R&D) Activity, preliminary studies are an eligible category.
- The Evaluation Criteria under the R&D Activity has been modified.

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PART I.

FUNDING OPPORTUNITY DESCRIPTION

A. Introduction

The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG) Program. The purpose of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The Grant Programs Directorate administers the Fire Prevention and Safety (FP&S) grants as part of the AFG Program.

FP&S grants are offered to support projects in two activities:

1. Activities designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards ("Fire Prevention and Safety Activity")
2. Projects aimed at improving firefighter safety, health and wellness through research and development that reduces firefighter fatalities and injuries ("Firefighter Safety Research and Development Activity")

This Guidance document provides potential applicants with the details of requirements, processing, and evaluation of an application for financial assistance for both of these activity areas.

The authority of the AFG Program is derived from the Federal Fire Protection and Control Act of 1974 (15 U.S.C. § 2229 *et seq.*), as amended.

In FY 2011, Congress appropriated a total of \$405 million under the Department of Defense and Full Year Continuing Appropriations Act, 2011 (Public Law 112-10) to carry out the activities of the AFG Program.

Pursuant to the Federal Fire Protection and Control Act of 1974 (15 U.S.C. § 2229 *et seq.*) no less than 5 percent of the funds appropriated for the AFG Program must support fire prevention and safety activities. Therefore, no less than \$20.2 million of the FY 2011 appropriation must be awarded for fire prevention and safety activities. This, however, is the minimum required under the statute.

FEMA, recognizing the importance of fire prevention and safety projects has reserved \$35 million for the FP&S grant initiative.

The grants under FP&S will be awarded on a competitive basis. The appropriated funds are available for obligation by FEMA until September 30, 2012.

B. Criteria Development Process

Each year, FEMA convenes a panel of fire service professionals to develop the funding priorities for AFG grant opportunities in the coming year. The nine major fire service organizations represented on the panel include the following:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The panel is charged with making recommendations to FEMA regarding the creation and/or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this Program Guidance for the Fire Prevention and Safety grants incorporates much of the criteria development panel's recommendations with respect to the priorities, direction, and criteria for awards. In consulting the recommendations provided by the criteria development panel as well as the recommendations provided by FEMA leadership, funding priority will be given to applications that effectively address the evaluation elements as outlined in *Part V.* of this document.

C. Funding Priorities – FP&S Activity

The following two sections describe categories and specific types of eligible projects that might be proposed as a Fire Prevention and Safety Activity (FP&S Activity) or as a Research and Development Activity (R&D Activities).

Example projects are described within categories as additional information to help better define the category. Proposed projects outside of the listed categories will be considered as long as the project addresses the overall goals of the FP&S Grants Program.

Fire Prevention and Safety Activity (FP&S Activity)

FEMA desires to provide flexibility to applicants to design innovative strategies or unique proposals that reach for a higher level of safety for the public with respect to fire and fire-related hazards.

Accordingly, the categories eligible for funding include:

- General Education/Awareness
- Code Enforcement/Awareness
- Fire & Arson Investigation
- National/State/Regional Programs and Studies

The following are examples of eligible projects. This list is not intended to be an all-inclusive list of projects that will be considered. Applicants should develop projects based on their determined risks. Original, creative, and/or new approaches to enhance the safety of the public and firefighters are welcome. Applications should only consist of FP&S projects that can be completed within the one-year grant performance period.

General Education/Awareness Priority

According to data available to FEMA and the United States Fire Administration, working smoke alarms greatly reduce the risk of fire casualties for the Nation's residents.

Therefore, **priority** will be given to programs that target a specific population to conduct both door-to-door smoke alarm installations and provide home safety inspections (including sprinkler awareness).

Further, additional consideration will be given to applicants who incorporate provisions for deaf/hard-of-hearing alarm installations as part of their comprehensive installation and education effort (hardwiring of deaf/hard-of-hearing smoke alarms is eligible).

FEMA, through its FP&S grants, promotes the use of long-life alarms/batteries and dual sensor (photoelectric/ionization) smoke alarms.

Applicants who do not plan on using long-life alarms/batteries should address the rationale for using alternatives.

Other General Education/Awareness Eligible Projects (*Note: these projects will not receive a priority rating*)

Smoke Alarms: Applicants who are unable to meet the above stated funding priority (door-to-door installations and home safety inspections) for this category are still eligible to apply for smoke alarms, but will not receive a priority rating. This includes projects that promote the installation of smoke alarms and/or checks to assure that previously installed smoke alarms are operational. Applicants who will not perform

Public Education: National or local projects that promote the reduction of injury due to fire or other safety hazards are eligible under this activity. Projects may include burn prevention, media/public relations campaigns, injury prevention, or other community hazards that could be justified in the narrative. Educational props (educational tools) must be part of a comprehensive and detailed public safety

<p>installation of the alarms should discuss in their application narrative the methodology for ensuring that the alarms will be properly installed. FP&S grants promote the use of long-life alarms/batteries and dual sensor (photoelectric/ionization) smoke alarms. Applicants that do not plan on using long-life alarms/batteries should address the rationale for using alternatives.</p>	<p>education campaign. Eligible items include escape planning, model homes, safety trailers, or curriculum delivery tools. Projects that will deliver training to the public in the area of automatic external defibrillators (AED), Cardio-Pulmonary Resuscitation (CPR), or age-appropriate fire extinguisher training will be considered. However, if the projects are for fire department operational staff, these projects should be requested under the AFG Grants.</p>
<p>Sprinkler Awareness: Projects that affect the entire community such as educating the public about residential sprinklers, promoting residential sprinklers, and demonstrating working models of residential sprinklers are eligible. Installation of sprinkler systems is only eligible if proposed as part of a sprinkler educational effort.</p>	<p>Wildland Fire Prevention Programs: Education and awareness programs that protect lives, property, and natural resources from fire in wildland/urban interface including Community Wildfire Protection Plans (CWPP) or Firewise programs should be applied for in this activity. Fuel reduction demonstrations as part of an awareness and education effort are considered. Prescribed burns and fuel reduction equipment are not eligible.</p>
<p>Training: Local or regional projects to educate or train personnel in the area of public education are eligible under this activity.</p>	<p>Risk Assessments: Applicants may request assistance to conduct formal or informal risk assessments of their target audience(s) vulnerabilities with respect to fire. Note: <i>Applications that request a risk assessment are precluded from applying for additional projects.</i></p>

Code Enforcement/Awareness Priority

Priority is given to projects that focus on first time code adoption and code enforcement.

Code Enforcement/Awareness Eligible Projects

- Assistance for the adoption or awareness of building codes.
- Promotion of code enforcement to improve engineering, and/or enacting fire-related ordinances for new construction.
- Support for conducting inspections (including personnel costs, equipment, and/or training assistance).

Fire & Arson Investigation Priority

Priority will be given to projects that aim aggressively to investigate every fire.

Fire & Arson Investigation Eligible Projects

- Costs for arson investigation trailers
- Equipment
- Arson investigator training
- Arson prevention training
- Arson-related surveillance equipment
- Personnel costs
- Educational materials
- Media equipment

National/State/Regional Programs and Studies

Priority is given to projects that focus on residential fire issues and/or firefighter safety projects or strategies that are designed to measurably change firefighter behavior and decision-making. Fire departments that wish to carry out internal, local firefighter safety projects are encouraged to apply for this activity under the Assistance to Firefighters Grant Program.

D. Funding Priorities – Firefighter Safety and Research and Development (R&D) Activity

The goal of the R&D grants is to reduce firefighter fatalities and injuries and improve firefighter safety, health, and wellness.

To identify and address the most important elements of firefighter safety, FEMA looked to the fire service for its input and recommendations. In June 2005, the National Fallen Firefighters' Foundation (NFFF) hosted a working group to facilitate the development of an agenda for the nation's fire service, and in particular for firefighter safety. In May, 2011, the NFFF again hosted a working group to update the agenda with current priorities. A copy of the research agenda is available on the NFFF Web site at: <http://www.everyonegoeshome.com/symposium.html>

Projects that meet the intent of this research and development agenda with respect to firefighter health and safety, as identified by this working group, will be given consideration. However, the applicant is not limited to these specific projects. All proposed projects, regardless of whether they

have been identified by this working group, will be evaluated on their relevance to firefighter health, wellness and safety.

Applicants are encouraged to seek partnerships with the fire service that will support the ongoing project efforts from design through dissemination and implementation (of positive results). It would be appropriate for most applications to include one or more local or regional fire departments and one or more national fire-related organizations.

Since AFG R&D grants aim to improve the safety, health, and wellness of firefighters, having strong partnerships with the fire service is essential to the likely relevance, and effectiveness of the project. Letters of commitment to actively participate in the project from the fire service are encouraged and may be inserted into the appendix.

Applicants should consider focusing R&D proposals on major causes, or related to, major causes of firefighter morbidity and mortality.

For instance, the top three leading causes of death among firefighters are overexertion/cardiovascular, being struck by or coming in contact with an object, and being trapped.¹

The leading type of firefighter injuries are strains, sprains, and muscular pains followed by wounds, cuts, bleeding, bruises and then burns, and smoke or gas inhalation.²

Reports of near miss events include clusters of cases regarding falls, loss/trapped/disoriented firefighters, structural collapses, and power lines.

Cost effectiveness analysis, included in a clinical, or technology and product development, and dissemination and implementation R&D projects, is encouraged.

The cost effectiveness portion of the project, and the expert staff such as the economists who lead them, should be integrated into the overall proposal. This will ensure relevant measures are included from the early study development stage onward, so all essential costs of implementing the new program, policy strategy, and product are captured.

Such cost data may include, for instance, costs for orientation and training, product purchase, product maintenance, new personnel (if additional staffing is involved), and facilities. It is not necessary to include the original research investment, such as cost of sample recruitment, retention, and intervention.

Outcome cost measures may include, estimates for injury cost savings, insurance reductions, staff replacement reductions, etc. Outcome calculations may be based on actual injury data or surrogate marker data if based on known risk factors.

Where local data does not exist, national surveillance data may be used, as long as the assumptions are specified. Ultimately, the use of cost effectiveness analysis results will be based on the overall

¹ Fahy, Rita F., Paul R. LeBlanc and Joseph L. Molis, (June 2011), "Firefighter Fatalities in the United States – 2010," National Fire Protection Association: Fire Analysis and Research Division. Retrieved from <http://www.nfpa.org>

² Karter, Jr., Michael J., and Joseph L. Molis, (October 2010), "U.S. Firefighter Injuries - 2009," National Fire Protection Association: Fire Analysis and Research Division. Retrieved from <http://www.nfpa.org>

study being successful and finding that firefighter safety, health, and wellness was improved by the program, strategy, or product.

The following, not in order of importance, are descriptions of five R&D Activity categories. This list is not intended to be an all-inclusive list of projects that will be considered. All proposed R&D activities must address the potential for improvement in firefighter safety, health, or wellness.

Proposed projects must address the potential for reduction in firefighter fatalities or injury outcomes or provide strong justification proposed outcomes can be readily linked to injury outcomes. Applicants may also review the list of previously funded R&D Activity projects found on the AFG Web site at <http://www.fema.gov/firegrants>.

Clinical Studies

Clinical R&D activities include projects that address behavioral, social science, and cultural research as well as physiological and medical research activities.

Such studies must address the relevant aspects of reducing fatal and nonfatal injuries among firefighters as well as, where possible, have rigorous design that permits attribution of results to the intervention.

In addition to being relevant and rigorous, each study should target the appropriate level of investigation, based on the state of the science.

At the most basic level, study might be foundational, investigating the underlying risk and protective factors associated with certain injury outcomes.

These may include:

- Individual level characteristics
- Departmental/organizational policies
- Practices
- Norms
- Environmental factors that may be linked to incidents involving injury outcomes

Where evidence exists to progress to more applied research, the study should emphasize intervention development and testing for effectiveness, including in the field setting. For instance, if certain tests in clinical care settings are known to identify those at risk for cardiovascular events, then the study may focus on modification, if necessary, and implementation of such tests in fire service settings. To insure study rigor, design would use a randomized control trial, with comparison to usual care. Inclusion of a cost-effectiveness analysis is strongly encouraged.

Where the effectiveness of an intervention has been established in the field setting, the final level of study aims to improve research to practice goals by conducting dissemination and implementation research. Such study may investigate the impact of strategies for widespread implementation with fidelity (See *Dissemination and Implementation R&D*).

Technology and Product Development

Technology and Product activities include projects that result in outcomes that can enhance safety of firefighter activities. Firefighter safety can be improved through greater understanding fire phenomena inside and outside structures, the development products to enhance firefighter situational awareness and effectiveness, and the use of fire protection strategies and products to minimize the development of fire hazards. Projects can develop new technology or adapt existing products and technology to new uses.

Projects shall address the safety of firefighters for all types of fire incidents including residential, commercial, industrial, and wildland fires. Technology and Product projects can address fire and firefighting hazards by making use of technology transfer opportunities in which existing technologies can be adapted to enhance firefighter safety.

As the intention of the R&D activities is to deliver outcomes that can be applied to improve firefighter safety, it is critical projects assess the use of the products and technology by the fire service under realistic fire conditions.

Technology and product development projects need to assess the ultimate practicality of deployment and use of the results by firefighters during actual firefighting operations. In making a selection of fire department and/or fire service organization partners, consideration should be given to the capabilities of the partners to assist in the evaluation of the project outcomes.

Database System Development

Database Systems are used for the systematic collection of information that aims to determine the predictors and correlates for incidents pertaining to fatal and nonfatal injuries. The focus of the data collection may be, but is not limited to:

- Firefighter demographic and health factors (age; blood pressure)
- Firefighter employment factors (e.g., shift; volunteer, or training)
- Firefighter safety behaviors (e.g., seat belt use or hydration)
- Firefighting equipment
- Personal protective equipment
- Departmental/organizational safety policies and practices
- Cultural or social norms regarding injury prevention practices
- Community-based resources (e.g., hospitals or communication systems)
- Environmental factors such as local building structures or types of building materials

Applications may, for instance, focus on the design and feasibility of a new database system, expand variables and/or data collection methods, seek to build upon an existing database system, or move from a local level database system to a broader state or regional level system.

Dissemination and Implementation Research

Applications may propose Dissemination and Implementation Research projects including the ways new programs, policies, or products, with credible evidence of effectiveness, are moved to nationwide adoption and use. Credible evidence of effectiveness is defined as positive results from systematic and rigorous study, and the absence of negative results or side effects.

For instance, this category may be used to apply to conduct a study for the dissemination and implementation of a result from a prior firefighter safety, health, and wellness R&D activity, provided the project resulted in success as represented by publication in a peer review journal or other expert review of findings deemed appropriate by the grantor.

Preliminary Studies

Project ideas may require information, evidence, experimentation, and study in order to justify a larger and complete project that can impact firefighter safety, health, and wellness. Preliminary studies of one-year duration may be proposed to obtain a sufficient amount of evidence to justify a future larger study. The successful completion of a preliminary study does not result in special priority for the larger follow-on proposal submitted in a subsequent application period. The level of funding requested should be appropriate to the limited goal and purpose of the preliminary effort.

PART II.

AWARD INFORMATION

Authorizing Statutes

Federal Fire Prevention and Control Act of 1974 (15 U.S.C. § 2229 et seq.), as amended.

Period of Performance

The period of performance for the Fire Prevention activity is 12 months.

Applicants under the Research and Development Activity (R&D) can propose projects that reflect a period of performance of up to three years.

Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

Available Funding

In FY 2011, the total amount distributed under this grant will be \$35 million. Congress appropriated a total of \$404,190,000 to carry out the activities of the FY 2011 AFG Program.

However, FEMA will continue to separate FP&S grants from AFG, and will have a separate application period devoted solely to FP&S grants. Congress directed FEMA to administer Fire Prevention and Safety grant funds as indicated below.

- No less than 5 percent of appropriated funds (\$20.2 million in fiscal year 2011) must be made available to make grants for fire prevention activities (FP&S Grants). However, due to the importance of fire prevention activities, the FY 2011 FP&S Program has been allocated \$35 million for FP&S grants.
- Applications are limited to a maximum federal share of \$1 million dollars, regardless of applicant type.

Specific Funding Parameters

Fire departments that receive funding through the FY 2011 AFG Program for training, equipment, vehicles, etc., are also eligible to receive funding for fire prevention and safety activities under the FY 2011 Fire Prevention and Safety Grants.

However, if a single fire department receives a Fire Prevention and Safety Grant (\$1 million limitation per FP&S grant) and they also receive an AFG grant in the same fiscal year, the

combined funding level of grants awarded through the AFG and FP&S programs to any single fire department is limited by the governing statute (e.g., Federal Fire Prevention and Control Act of 1974) to a specific amount of federal dollars (shown below) for each fiscal year.

- Applicants who serve a jurisdiction with a population of 500,000 people or less may not receive grant funds in excess of \$1,000,000 for any fiscal year.
- Applicants who serve a jurisdiction with more than 500,000, but not more than 1,000,000, people may not receive grant funds in excess of \$1,750,000 for any fiscal year.
- Applicants who serve a jurisdiction of more than 1,000,000 people may not receive grant funds in excess of \$2,750,000 for any fiscal year.

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligibility Requirements

- 1. Fire Prevention and Safety Activity (FP&S):** Eligible applicants for this activity include fire departments, national, regional, state, local, Native American tribal organizations, and/or community organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity. For-profit organizations, federal agencies, and individuals are not eligible to receive a FP&S grant award.

Eligible Categories for the FP&S Activities

- | | |
|--|---|
| <ul style="list-style-type: none">• General Education/Awareness• Fire & Arson Investigation | <ul style="list-style-type: none">• Code Enforcement/Awareness• National/State/Regional Programs and Studies |
|--|---|

Ineligible Activities and Items for the FP&S Projects

- | | |
|--|--|
| <ul style="list-style-type: none">• Educational props (i.e., tools that are used in educational or awareness demonstrations) that are not a part of an educational curriculum, a planned educational effort, or lack description of these elements• AED, CPR, or fire extinguisher training for operational staff• Fire hydrant or dry hydrant installation• Wildland fire fuel reduction projects that are prescribed burns or fuel reduction equipment• Weather/disaster notification devices (sirens, etc.)• Driver simulator training tools that are not part of a state or national education effort that leads to driver certifications compliant | <ul style="list-style-type: none">• Fire suppression equipment, supplies, vehicles, firefighting training tools or equipment, personal protective gear, fitness equipment, or immunizations• Installation of sprinkler systems that do not include an educational component• Suppression-related training including Firefighter I, Firefighter II, wildland firefighting, training exercises or drills for suppression, or disasters activities• Communication equipment including portable radios or computer-aided dispatch (CAD) systems• Community projects that include the use of tot finder/child finder, elderly, or pet finder decals |
|--|--|

to NFPA 1002 or its equivalent <ul style="list-style-type: none"> • Sprinkler head caps • Development of Administrative Documents (e.g., SOPs, manuals) • Live animals • Firearms • Equipment that is considered entertainment as opposed to educational tools that are part of a comprehensive program • Fire extinguisher training for children under 14 years old • Fire extinguisher training that is not part of a Prevention/ Education Program 	<ul style="list-style-type: none"> • Hydrant poles or markers • Fire-retardant house gel(s) • Fire safety equipment (e.g., smoke alarms, carbon monoxide detectors, surge protectors) that do not adhere to a fire service recognized standard (i.e., non-UL listed fire safety equipment) • Alarm system and alarm system installation • Equipment that has no intrinsic fire prevention or life safety education application • Command Center Packages on fire safety trailers
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- 2. Firefighter Safety Research and Development Activity (R&D):** Eligible applicants for this activity include national, regional, state, and local organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions.

The aforementioned entities are encouraged to apply, especially those that are recognized for their experience and expertise in firefighter safety, health, and wellness research and development activities.

Under the governing statute, fire departments are not eligible to apply for funding in this activity. Additionally, for-profit organizations, federal agencies, and individuals are not eligible to receive a R&D grant award.

Eligible Categories for the R&D Projects	
<ul style="list-style-type: none"> • Clinical Studies • Technology and Product Development 	<ul style="list-style-type: none"> • Database System Development • Dissemination and Implementation Research • Preliminary Studies

Ineligible Categories for the R&D Projects	
<ul style="list-style-type: none"> • Activities that focus primarily on curriculum development and delivery of 	<ul style="list-style-type: none"> • Projects that emphasize funding for service delivery

education or training materials

- A descriptive study about the fire service or any study without reduced injury or enhanced safety outcomes
- Projects with local emphasis and little or no indication of application to the broader fire service

- Applications that request more than one million dollars
- Applications that include violations of intellectual property
- Applications that do not follow the specified page size, font, and margin format

Multiple Projects

Applicants may submit only one FP&S grant application per FP&S application period. However, an applicant may request financial assistance for as many as three projects. The following examples are two approaches for organizing one application.

Example 1

A community has a strategic goal of reducing the number of fires caused by the use of barbecue grills on the balconies of apartments. Attainment of this goal will be supported through two projects.

The applicant plans to:

1. Launch a public education project
2. Strengthen code enforcement activities

While both projects aim to reach the same goal, the projects are independent of one another and will be funded as such. Therefore, the public education items would be listed as one supporting project and the code enforcement items listed as the second supporting project.

Although both projects will be included in one application, the projects must be independent in that the completion of one project, or any tasks within that project, does not depend on the funding of the other project. Each project requires its own separate supporting budget and narrative statement explaining how accomplishing these independent projects will help achieve the overall goal.

Example 2

A community or organization may have more than one strategic goal depending on its audience or risk.

For example, a national organization may have a goal to reduce firefighter fatalities through a national outreach project. It may also have a goal to study the effectiveness of public education messages. The organization would create one project for firefighter safety initiatives and a second project for national public education efforts.

B. Cost Share

Fire departments are subject to the same cost share requirements applicable under the AFG Program. Specifically, fire departments that serve populations of less than 20,000 must match the federal grant funds with an amount of non-federal funds equal to 5 percent of the total project cost.

Fire departments serving areas with a population between 20,000 and 50,000, inclusive, must match the federal grant funds with an amount of non-federal funds equal to 10 percent of the total project cost.

Fire departments that serve populations of more than 50,000 must match the federal grant funds with an amount of non-federal funds equal to 20 percent of the total project costs.

All non-federal funds must be in cash, i.e., in-kind contributions are not eligible per 15 U.S.C. § 2229(b)(6). No waivers of this requirement will be granted except for applicants located in Insular Areas as provided for in 48 U.S.C. §1469a.

Note: There is no cost share for grants under the FP&S Activity or the R&D Activity for eligible national, regional, state, local, or community organizations (other than fire departments as described above).

Grantees representing fire departments and nonaffiliated EMS Organizations must share in the costs of the projects funded under this grant program (15 U.S.C. § 2229(b)(6)).

C. Other Allowable Costs

Both the FP&S Activity and the R&D Activity have other costs eligible to be included in the grant request. The **combined total** of Administrative, Audit, Indirect, and Grant Writer costs charged to the grant shall **not exceed three percent (3%) of the total grant award**.

- 1. Administrative Costs:** Administrative costs are allowable under the program areas listed above in accordance with Cost Principles for Educational Institutions 2 CFR Part 220 (OMB Circular A-21), Cost Principles for State, Local, and Indian Tribal Governments 2 CFR Part 225 (OMB Circular A-87), Cost Principles for Nonprofit Organizations 2 CFR 230 (OMB Circular A-122) and, Contracts with Commercial Organizations (Federal Acquisition Regulation Subpart 31.2, codified at 48 CFR Part 31.2), as applicable (the cost principles are listed in Part VI 1.2. For more information about the Circulars, go to <http://www.whitehouse.gov/omb/circulars>).

Administrative costs are identifiable costs that are directly associated with the implementation and management of the grant. Applicants can apply for administrative costs only if the expenses are directly related to the implementation of their proposed project and cannot exceed three percent of the award. The costs should be listed under the “other” category in the budget and explained in the project narrative. FEMA will **only** reimburse costs that are based on actual expenses and not on a percentage of the overall grant. Examples of eligible administrative costs include shipping, office supplies, computers, and software associated with the National Fire Incident Reporting System (NFIRS) reporting requirements.

Grant writer fees, if specifically listed on your application, are eligible and can be charged to the grant as an administrative cost in accordance with the provisions outlined (see Part VI c.). The AFG Program Office has the option to assess the reasonableness of requested administrative costs in each application and will determine what is appropriate and in the best interest of the program.

- 2. Indirect Costs:** An indirect cost rate is an expense based on a percentage of the overall operational costs of an organization.

Applicants can charge indirect costs to the grant, but are limited to the combined total of 3 percent, as stated above, unless they have a previously negotiated and approved Indirect Cost Rate Agreement. This indirect cost rate is established by a federal department or agency for the grantee's organization that the grantee uses to compute the dollar amount they can charge to the grant for indirect costs incurred during the execution of the grant agreement (information about Indirect Cost Rate Agreements can be found at <http://rates.psc.gov/>).

Prior to submitting any claims for reimbursement of indirect costs, applicants must first submit a copy of their negotiated and approved Indirect Cost Rate Agreement to FEMA for review and approval. The indirect cost rate is applicable as long as it is consistent with the established terms of the agreement.

For example, some indirect cost rates may not apply to capital procurements. In these cases, indirect cost rates would not apply for grant equipment.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified within a particular final cost objective. A cost may not be allocated to an award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to an award as a direct cost.

Typical examples of indirect costs for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, and general administration. Other general expenses, such as the salaries and expenses of executive officers, personnel administration and accounting may also be categorized as indirect costs.

Indirect costs shall be classified within two broad categories.

Facilities

Facilities is defined as depreciation and use of allowances on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses.

Administration

Administration is defined as general administration and general expenses such as the cost for the director's office, accounting, personnel, library expenses, and all other types of expenditures not specifically chargeable to the grant.

3. **Audit Costs:** Recipients of federal funding that spend in excess of \$500,000 of federal funds in a fiscal year must comply, in that fiscal year, with the Single Audit Acts Amendments of 1996 (31 U.S.C. §§7501-7507); 31 U.S.C. §§503, 1111; Executive Order 8248; Executive Order 11541; and revised OMB Circular A-133.

Reasonable costs incurred for such an audit would be an eligible expenditure if included in the proposal's budget. Applicants should consider including anticipated costs of an audit if applying for a significant level of funding. FEMA does not require any other type of audit; therefore, other audit costs not related to the A-133 portion of the organizations audit are not eligible. Audit costs are considered "administrative" expenditures.

4. **Renovation and Equipment Installation Costs:** Construction costs are not eligible under the Fire Prevention and Safety Grants. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Renovations to an existing facility are limited to minor interior alterations costing less than \$10,000. In order to be eligible, renovations must be essential to the successful completion of the grant scope of work.

Installation of fire suppression, fire alarms, or detection systems are not considered renovations and are not subject to the cost limits identified above. The costs, however, must be reasonable and justified. Fire departments who are considering installation of suppression, fire alarm, or detection systems in a fire department facility are encouraged to apply under the Assistance to Firefighters Grants Program under *Modification to Facilities*.

5. **Vehicle Costs:** Tow vehicles or other means of transport may be eligible as a transportation expense, if adequately justified in the proposal. Vehicle costs are limited to \$6,000 per application.
6. **Pre-award Costs:** Generally, grantees cannot use grant funds to pay for products and contracted services or purchases prior to the effective date of the grant. However, expenses incurred after the application deadline, but prior to award, may be eligible for reimbursement if the expenses were justified, unavoidable, consistent with the grant's scope of work, and specifically approved by FEMA. Requests for reimbursement for pre-award costs will be considered on a case-by-case basis.
7. **Pre-application Costs:** Expenses, obligations, commitments, or contracts incurred, or entered into, prior to the application deadline are **not** eligible as a grant expense with the exception of grant preparation costs (see (8) below).
8. **Grant Writer Fees:** Fees for grant writers may be included as a pre-award or pre-application expenditure. However, fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the application.

In order to be eligible, the fees must also be paid prior to award, (i.e., paid within 60 days of the end of the application period). Applicants may be required to provide documentation to support these pre-award expenditures.

Hiring a grant writer, or use of any other third parties in the preparation of the application, does not eliminate the applicant's responsibility for assuring the information contained in the application is true and correct. Grant writer fees are considered "administrative" expenditures.

9. **Personnel Costs:** Due to the maintenance of expenditure requirement, personnel costs are eligible as long as the personnel costs are "new" to the grantee (i.e., the costs would not be incurred if it were not for the grant).

For example, in a fire prevention project, the grantee might ask for staff or firefighters to work overtime to deliver the project during off-duty hours. In this case, the overtime would not have been required if it was not for the fire prevention project. Another example might be hiring of a new staff person to deliver the project. The grantee would only incur this cost as a result of the fire prevention project.

10. **Annual Meeting (R&D Activity only):** Applicant must include the costs associated with two people traveling in the United States to attend the two-day FEMA Research and Development Grantees Annual Meeting. It is required the Principal Investigator and one other senior researcher who is scientifically knowledgeable about the project attend this meeting every year of the grant duration. The purpose of this annual meeting is for Research and Development grantees to report progress on funded projects.

D. Reasonableness of Request

The Technical Evaluation Panel (TEP) will consider all expenses budgeted as part of the cost benefit determination and may recommend appropriate adjustments. Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for assistance, in whole or in part, that it deems to be excessive or otherwise contrary to the best interests of the AFG/FP&S Program.

National Incident Management System Implementation Compliance

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of the National Incident Management System (NIMS) is a requirement to receive federal assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

Federal FY 2011 NIMS implementation must be considered prior to allocation of any federal awards in FY 2011. The primary grantee/administrator of FY 2011 AFG award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

PART IV.

APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

The FY 2011 FP&S grant applications will be accessible beginning **April 02, 2012 at 8:00 a.m. (EDT)** on the AFG Web site at <http://www.fema.gov/firegrants/>, the U.S. Fire Administration (USFA) Web site at <http://www.usfa.fema.gov>, and the grants.gov Web site at <http://www.grants.gov>.

The automated application has been designed with “help screens” and “drop-down menus” to assist the applicant throughout the application process. The application can be saved and retrieved for update and revision until the end of the application period. **Please note, once an application has been completed and submitted, no changes can be made.** The automated system does not allow an applicant to submit an incomplete application. Accordingly, the system alerts the applicant when required information has not been entered. By submitting an application online, the applicant will automatically receive confirmation via e-mail that their application has been successfully submitted. Do **not** submit multiple applications. Multiple applications submitted on behalf of any one applicant will all be deemed ineligible.

Paper applications are available. However, they are discouraged because of the inherent delays associated with their processing. Additionally, paper applications do not have the advantage of the built-in assistance of the electronic application or the assurance the application has been accurately completed before mailing.

Applicants who wish to apply for FP&S grants by paper may request a paper application to be sent to them via U.S. postal service by calling the Help Desk at 1-866-274-0960.

All applications must be completed and submitted electronically, or postmarked on or **before the close of business, by 5:00 p.m. (EDT) on Friday, April 27, 2012.** Only electronic applications submitted via the online automated grant application system will receive a confirmation of receipt.

Applicants should print a copy of the confirmation for their records upon receiving verification that their application has been successfully submitted. Applicants should also record their username and password for future access to their application. No confirmation will be issued for paper applications. Incomplete applications or applications submitted via any other electronic means, including e-mail or fax, will automatically be deemed ineligible.

Paper applications will not be sent to prospective applicants via overnight delivery, fax, or e-mail.

Paper applications should be mailed to the following address:

**Cabazon Group
ATTN: AFG Grant Program
11821 Parklawn Drive, Suite 230
Rockville, MD 20852**

Applications mailed to any other address may miss the appointed closing date and will be disqualified and ineligible for funding.

Applicants are allowed to hire, or otherwise employ, the services of a grant writer to assist in the application process. However, the applicant is responsible for ensuring the information contained in their submitted application is a true and accurate reflection of their organization and represents the scope of effort being proposed and the time and cost required to achieve it. Therefore, applicants are strongly encouraged to review all work produced by grant writers, or other third parties on their behalf prior to submission of their application.

Applicants who falsify their application, or misrepresent their organization or proposal, in any manner will have their application deemed ineligible by the Program Office and referred to the Office of the Inspector General for further action, as appropriate.

At the start of the application period, an online tutorial will be available for applicants at <http://www.fema.gov/firegrants/>. The online tutorial provides guidance regarding the preparation of a competitive grant application and the FP&S application requirements. All applicants are strongly encouraged to complete the applicant tutorial prior to beginning their application. The tutorial explains the eligible activities by illustrating many of the application screens. It provides tips for navigating the application screens and summarizes the changes in the FP&S grants for FY 2011. In addition, the tutorial also provides a review of the lessons learned from previous years.

B. Content and Form of Application

Eligible applicants apply for AFG/FP&S grant funding online via the “e-Grants” application. The system will allow an authorized representative of an organization to log-in, and to create a username and password for the applicant. The selection of the authorized representative is at the discretion of each applicant. If your organization submitted an application in previous years, we advise you to use the same username and password used for previous applications.

If your organization is submitting more than one FY 2011 application, you must use the same username and password used for prior year applications, as well as for each FY 2011 application. Failure to use your existing user name and password could delay the processing of your application.

When filling out the online application, applicants are required to provide general information regarding the applicant and the community they serve. The applicant will provide detailed information regarding the items or activities for which they are seeking funding.

The applicant will also have to provide a narrative description of their project including the cost of the project, their financial needs, and the benefits that the project will have on the applicant's operations.

Finally, applicants will have to fill out Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities) and FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.

The program title listed in the CFDA is "*Assistance to Firefighters Grant Program*." The CFDA number is 97.044.

C. DUNS Number

As of October 1, 2003, all applicants applying for federal grants are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number.

The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet. Applicants are encouraged to obtain the DUNS number either prior to the start of the application period or early in the application period, since it may take up to 14 business days to obtain one.

There is no charge for a DUNS number, which can be requested by registering online at http://www.dnb.com/US/duns_update/index.html or by calling 1-800-333-0505.

Applicants who already have a DUNS number under other grant opportunities of the Assistance to Firefighters Grant (AFG) Program or any other federal program should use the same number on their FY 2011 FP&S application.

D. Central Contractor Registration (CCR)

Per OMB guidance from August 27, 2010, Federal agencies must require prime recipients of Federal grants to register in the Central Contractor Registration (CCR) system. The CCR system is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. CCR registration is free and must be conducted online at <https://www.bpn.gov/ccr/>.

There is no charge to register in CCR, and it is your organization's responsibility to register during the application period. **CCR registration is not required prior to application but will be required if you are selected for award.** For New Registration go to: <http://www.bpn.gov/ccr/grantees.aspx>

- A DUNS number is required to apply for a grant and to register in CCR.
- The new CCR registration is NOT a requirement to apply for a grant but as a potential grantee, you should register
- If your city already has a DUNS number, check first to see if the city is already registered in CCR and if their CCR is current

- CCR Registrants must revalidate their registration at least once per year to maintain an active status

Step 1: Access the CCR online registration through the CCR home page. Click on *Start New Registration*. You must have a Data Universal Numbering (DUNS) number in order to begin the registration process.

Step 2: Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

The necessary information includes:

1. General Information – Includes, but is not limited to, DUNS number, Commercial and Government Entity (CAGE) Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

2. Corporate Information – Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

3. Goods and Services Information – Includes, but is not limited to, NAICS code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

4. Financial Information – Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

5. Point of Contact (POC) Information – Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.

6. Electronic Data Interchange (EDI) Information* – Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for those businesses interested in conducting transactions through EDI.)

Once a grantee has registered within CCR, the registration is valid for 12 months. The grantee must renew his/her registration each year. If a grantee's registration is expired or inactive, the user must get his/her registration reset by calling the CCR helpline at 866-606-8220.

E. Other Submission Requirements

All applicants are required to provide details of their projects in a written narrative as well as a specific description of the supporting budget. The narrative should correlate the proposed projects to the evaluation criteria defined below (Part V).

In the process of submitting an online application, all applicants should use the Web site's "save" feature often, as the electronic application includes an inactivity "time-out" feature. If no "save" activity is detected for a period of time, the "time-out" feature is activated, and all information entered, but not previously saved, will be lost.

Therefore, it is recommended applicants type the narrative off-line using either a word processing program such as MSWord, Word Perfect, Notepad, etc., or the narrative worksheet available in the online applicant tutorial, and copy-and-paste the narrative text into the online narrative block to avoid losing any information.

Fire Prevention and Safety Activity

Fire Prevention and Safety activity (FP&S Activity) applications are limited to a maximum of five pages per project. The applicant enters information into six separate narrative text boxes, which are based on the evaluation criteria. The narrative text boxes do not allow for formatting. Do not include tables, special fonts, graphs, and quotation marks or type your application in all capital letters.

Research and Development Activity

Research and Development Activity (R&D Activity) applications must comply with the following guidelines:

- The narrative for the Research and Development Activity (R&D Activity) is limited to 20 pages per project. The first page of the narrative must include an abstract (250 words maximum) that addresses purpose and aims, relevance, methods, and anticipated outcomes. In addition, the project R&D category (1-5 or other) and contact information (e-mail address and telephone number) for the principal investigator must be provided on the first page of the narrative.
- All text, including references, footnotes, tables, figures, and illustrations should be in the Narrative document including one Appendix.
- Applications must contain one appendix, limited to 20 pages per project that includes curriculum vitae and may include other items, such as data collection instruments, tables, figures, illustrations, specifications for product designs, and letters of commitment.
- Curriculum Vitae (CV's) for the Principal Investigator (PI) and lead scientists, as well as other key research personnel listed in the budget are to be included in the appendix, but are limited to a maximum of two pages per CV. Applicants are strongly encouraged to follow the biographical sketch sample (Appendix 2 of this document) in preparing CV's.

- Font: Times New Roman or Arial.
- Font Size: Font size must be 12 points (12pt) or larger.
- Page Dimensions: Page dimensions must be 8.5" x 11" (21.6 cm x 27.9 cm) or smaller.
- Margins: All margins (top, bottom, left, and right) must be at least 1" (2.54cm).
- Header: On each page of the Narrative and the Appendix, the header should contain:
 - PI (family name)
 - Institution name (abbreviated)
 - Project Short Title
 - Page Number

PART V.

APPLICATION REVIEW INFORMATION

A. Review Criteria

Pre-Screening Process

Program staff will screen submitted applications to affirm the eligibility for award of both the applicants and projects. Ineligible applications and applicants will be removed from further consideration.

National, state, and local organizations are eligible to apply under both the Fire Prevention and Safety (FP&S) Activity and the Firefighter Safety Research and Development (R&D) Activity on the same application.

Each project within an application must be presented separately as a free-standing proposal. Please note that each department or organization can submit only one application per application period. Applicants that choose to apply for separate projects under both activities should do so within one application. Each project within such an application will be scored independently using the established evaluation criteria.

Technical Evaluation Process – Fire Prevention and Safety Activity

All eligible applications will be evaluated by a Technical Evaluation Panel (TEP). The TEP is comprised of a panel of peer reviewers. The TEP will assess each application's merits with respect to the detail provided in the narrative on the activity including all of the evaluation elements listed in the "Evaluation Criteria" section (see Part V) of this document.

The panel of reviewers will independently score each project within the application, discuss the merits and/or shortcomings of the application, and document the findings. A consensus is not required. The highest ranked applications will receive further technical review to assess strengths and weaknesses, how readily weaknesses may be resolved, and the likely impact of the proposed activities on the safety of the target audience.

Technical Evaluation Process – Research and Development Activity

For R&D applications, a panel of reviewers will be assigned who have an area of expertise based on the subject matter of the proposal. Reviewers will assess each application's merits with respect to the detail provided in application, addressing specifically each criterion listed in the "Review and Selection Process" section below.

The panel of reviewers will independently score each application and, if necessary, discuss the merits or shortcomings of the application in order to reconcile any major discrepancies identified by the reviewers. A consensus is not required. The highest ranked applications, based on the average score, will receive further technical review to assess their strengths and weaknesses, how readily

weaknesses may be resolved, and the likely impact of the proposed R&D project to enable improvement in firefighter safety, health, or wellness.

B. Review and Selection Process

Evaluation Criteria for Projects under the Fire Prevention and Safety Activity

The characteristics listed below will be used as the guidelines for making funding decisions on FP&S projects. The extent to which projects reflect the characteristics below will be assessed by the Technical Evaluation Panel (TEP) and will impact the likelihood that a project will be funded.

The relative weight of the evaluation criteria in the determination of the grant award is listed below.

- 1. Vulnerability Statement (20%):** The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA's goal of the conduct of risk analysis as a basis for action.

As such, the presence of a process that takes into account the characteristics of an area or jurisdiction (e.g., population features) is important in an objective or reasoned approach to addressing the fire hazard in a community, regional area, state, or the nation.

Therefore, the applicant should summarize the vulnerability that the project will address in a concise statement.

The vulnerability statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability should be discussed in-depth in the application narrative.

The specific vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. Applicants should use their own local statistics rather than national statistics when discussing the vulnerability.

For the purpose of the FY2011 FP&S application, formal assessments consist of the use of software programs or recognized expert analysis that assess risk trends.

Informal assessments could include an in-house review of available data (i.e. NFIRS) to determine fire loss, burn injuries, or loss of life over a period of time and the causative factors for each occurrence.

- 2. Implementation Plan (20%):** Projects should provide details on the implementation plan which discusses the proposed project's goals and objectives. The following information should be included to support the implementation plan:
 - Details regarding the methods and specific steps that will be used to achieve the goals and objectives
 - Where applicable, examples of marketing efforts to promote the project, who will deliver the project (i.e. effective partnerships), and the manner in which materials or deliverables will be distributed

- Requests for props (i.e., tools used in educational or awareness demonstrations) must include specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information indicative of the various outreach efforts that will be conducted and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, robots, or portable safety house)
3. **Evaluation Plan (20%):** Projects should incorporate an evaluation of their effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Using various means of assessment that measure the knowledge gained by the demonstration may include surveys or documented observations.
 4. **Cost-Benefit (15%):** Projects will be evaluated on the extent to which they demonstrate a high benefit for the cost incurred and maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project must also be reasonable for the target audience that will be reached. Providing justification for costs assists the TEP with this review.
 5. **Sustainability (15%):** Each project will also be evaluated to determine whether the overall activity will be sustained beyond the grant performance period and whether it has a greater potential for long-term benefits. Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.
 6. **Financial Need (10%):** Applicants should provide details on the need for financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance or specific examples of the applicant's operational budget.
 7. **Experience and Expertise (additional consideration):** Applicants that demonstrate their experience and ability for conducting fire prevention and safety activities as well as executing the proposed or similar project(s) will receive additional consideration.
 8. **Performance (additional consideration):** Applicants that have a proven track record for timely project completion and satisfactory performance in other AFG, FP&S, and SAFER awards will receive additional consideration.
 9. **Funding Priorities (additional consideration):** Applicants that meet the stated funding priority for the applicable category will receive additional consideration.
 - a. **Meeting the needs of the disabled (additional consideration):** Applicants in the General Education/Awareness Category will receive further additional consideration if, as part of their comprehensive smoke alarm installation and education program, they address the needs of the disabled (e.g., deaf/hard-of-hearing, etc.) in their community.

Evaluation Criteria for Projects under the Firefighter Safety Research and Development Activity

The characteristics listed below will be used as the guidelines in making funding decisions. The extent to which projects reflect these characteristics will be assessed in the technical evaluation using the weighted evaluation criteria (items 1 - 8) to score the application. These scores will impact the likelihood that a project will be funded. In addition, other considerations are indicated (items 9-10) in the list below:

- 1. Project purpose(s), goals and objectives, and specific aims (15%):** Applicants need to address how the results of a successful project will improve firefighter safety, health, and wellness, particularly in the short term. For multi-year projects, greater detail should be given for the first year. Also describe the specific goals and objectives for the second and third years.
- 2. Literature Review (10%):** With reference to the project's goals, objectives, and specific aims, provide a literature review that includes citations in the text and references at the end of the narrative. The review should be in sufficient depth to make it clear that the proposed project is necessary, adds to an existing body of knowledge, is different from current studies, and offers a unique contribution.
- 3. Project Methods (20%):** This is a description of how the project will be carried out including demonstration of the overall scientific and technical rigor and merit of the project. This provides the operations to accomplish the purpose, goals and objectives, and the specific aims previously stated. Plans to recruit and retain human subjects, where applicable, should be described. Where human subjects are involved in the project, describe plans for submission to the Institutional Review Board (IRB) (see Appendix 1 for further guidance and requirements).
- 4. Project Measurements (10%):** This includes specification of measurement methods, including instruments, procedures, and standards used in the project. Data are collected to evaluate the performance of methods, technologies, and products proposed to enhance firefighter safety, health, and wellness. Measurement methods and equipment selected for use should be appropriate and sufficient to the project objectives.
- 5. Project Analysis (10%):** Indicates the planned approach for analysis of the data obtained from measurement, questionnaires, or computations. Specify within the plan what will be analyzed, the statistical methods that will be used, the sequence of steps, and interactions, as appropriate. It should be clear that the R&D team has the expertise available to perform the planned analysis and defend the results in a peer review process.
- 6. Resources - People and Facilities (15%):** Describe the strengths of the PI, the lead scientists, and other staff of the research and development team especially with regard to similar R&D activities, or studies involving the fire service, and successful completion of prior grant funded research and development. Also describe the institutional resources (e.g., labs, experimental facilities) to be used to support and carry out the proposed project. Emphasis should be given to unique people and facilities that contribute substantially to the project.

- 7. Partners (10%):** Describe the fire service partners that will support the ongoing project efforts from design through dissemination and implementation (of successful results). The specific roles and contributions of the partners to the project should be described. Partnerships may be formed with local and regional fire departments and national fire-related organizations. Because AFG R&D grants aim to improve the safety, health, and wellness of firefighters, having strong partnerships with the fire service is essential to the likely relevance and effectiveness of the project. Letters of commitment to actively participate in the project are encouraged and may be submitted in the Appendix.
- 8. Dissemination and Implementation (10%):** Indicate dissemination plans for scientific audiences (such as plans for submissions to specific peer review publications) and for Firefighter audiences (such as via websites, magazines, and conferences). Also, assuming positive results and where applicable, indicate future steps that would support dissemination and implementation throughout the fire service. These are likely to be beyond the current study. All applicants should specify how the results of the project, if successful, might be disseminated and implemented in the fire service to improve firefighter safety, health and wellness, especially in the short term. It is expected that successful R&D (Activity II) projects may give rise to future programs including Fire Prevention and Safety (Activity I) projects.
- 9. Cost vs. Benefit (additional consideration):** Cost versus benefit in this evaluation element refers to the costs of the grant for the research and development project versus benefits that are projected for firefighters who would have improved safety, health, and wellness. Projects will be evaluated on the extent to which they demonstrate a high benefit for the cost incurred.
- 10. Financial Need (additional consideration):** Applicants should provide in their narrative details on the need for federal financial assistance to carry out the proposed project(s).

Other Selection Information

Awards will be made using the results of peer-reviewed applications as the primary basis for our decisions, regardless of program. However, there are some exceptions to strictly using the peer review results.

Fire departments that have received funding under the AFG in previous years are eligible to apply for funding in the current year. However, due to our responsibilities under the authorizing statute, to assure adequate distribution of awards among certain types of organizations (career, combination, and volunteer) and certain types of communities (urban, suburban, or rural), we reserve the right to fund or not to fund previous grant recipients under this program in order to fulfill statutory requirements. We may also take into account an applicant's performance on prior grants when making funding decisions on current applications.

Once every application in the competitive range has been through the technical evaluation phase, the applications will be ranked according to the average score awarded by the panel.

The ranking will be summarized in a Technical Report prepared by the AFG Program Office. The AFG Program Office will make award recommendations to the grants management specialists in the Administration and Assistance Division (GAAD) within the Grant Programs Directorate. The grants management specialists will contact the applicant to discuss and/or negotiate the content of the application before making final award decisions.

C. Anticipated Announcement and Award Dates

FEMA will commence the panel review process within 60 days of the end of the application period. Award decisions for the FY 2011 program will be completed on or before September 30, 2012.

APPENDIX 1.

HUMAN SUBJECTS RESEARCH

The information in this Appendix pertains only to those studies that include human subjects. Human subjects may be, for instance, firefighters who participate in laboratory or field testing. As would be standard practice for such research, all PIs with studies involving human subjects must submit their protocols to their local Institutional Review Board (IRB). IRB approval must precede any research activities involving human subjects.

In addition, DHS-funded research that involves human subjects carries with it an additional obligation that involves review and approval by the DHS Regulatory Compliance Office (RCO). The AFG Program Office will serve as liaison for your gaining DHS approvals prior to proceeding with the human subjects aspects of your project.

DHS/FEMA has a responsibility to ensure that mechanisms and procedures are in place to protect the safety of human subjects in DHS/FEMA supported research. DHS requirements are set forth in Management Directive 10300, which adopts 45 Code of Federal Regulations (CFR) Part 46, Subparts A-D. A grantee must agree to meet all DHS requirements for studies using human subjects (and ensure any sub-grantees or subcontractors meet those requirements) prior to implementing any work with human subjects. Therefore, before enrolling participants or commencing research involving human subjects, a grantee will provide a copy of the following for review and approval by the DHS Regulatory Compliance Office (RCO):

- Department of Health and Human Services (HHS) Federal-wide Assurance (FWA) Number [Note: The RCO will assist domestic or international institutions that do not currently have a FWA in submitting an application to HHS.]
- Documentation of review by an Institutional Review Board (IRB) registered with HHS, including IRB registration number, IRB name, and notice of IRB approval or exemption of the relevant research
- IRB-approved research protocol
- IRB-approved informed consent document (template) or IRB waiver of informed consent

Documentation should be submitted to the AFG Program Office which coordinates directly with the RCO. The RCO will conduct a regulatory compliance assessment and forward comments or concerns to the grantee. The grantee must address in writing all regulatory concerns to the satisfaction of the RCO before a letter of certification is issued and participant enrollment can begin. However, development of tools (e.g., survey instruments), protocols, and data gathering approaches may proceed prior to project certification. The grantee must submit annual reports to the RCO, to include evidence of subsequent IRB reviews, amendments, or minor changes of protocol.

APPENDIX 2.

BIOGRAPHICAL SKETCH SAMPLE

Applicants for the Firefighter Research and Development activity should provide Curriculum Vitae (CV's) for Principal Investigators (PI) and lead scientists in the appendices of the online application as an attachment. The attachment is limited to a maximum of two pages per CV.

Font: Minimum 12 pt; Times New Roman or Arial; Length: Two page maximum

Must be completed by: PI and Co-PI(s)

NAME (Last, First, Middle):		POSITION TITLE	
Institution/Organization			
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY

- A. Positions.** List all appointments or other professional positions held, beginning with your present position, include years, title, organization, city, state, and country.
- B. Service.** Include all positions held on advisory committees or other working groups, including all Federal Government advisory committee or other public working groups, beginning with most recent.
- C. Honors.** Include all honors received in past 10 years, and selected others.
- D. Peer reviewed publications.** Include all peer reviewed publications in past 10 years, beginning with most recent, and selected others.
- E. Other publications.** Include all documents produced in past 10 years, beginning with most recent, and selected others.
- F. Research Support.** List funding sources and amounts for all ongoing and completed research projects (federal and non-federal support) for past 10 years, and selected others.